



DISCIPLINARY PROCEDURES POLICY

AS ADOPTED BY THE BOARD OF DIRECTORS

ON MAY 14, 2012

TO BE REVIEWED AGAIN IN MAY 2014

OUR MISSION STATEMENT

Global Schoolroom is dedicated to sharing educational experience between communities worldwide to help eradicate poverty, promote economic development and build sustainable communities.

OUR FIVE GUIDING PRINCIPLES

Education has the power to enlighten one another and expand each individual's scope for opportunity.

A primary education for every child is essential (the UN's Millennium Development Goal for universal education).

Sharing good educational practices enriches the collective educational experience and widens the cultural horizons of everyone involved.

Forging respectful links between educational partners works to their mutual benefit.

Working directly with teachers and communities is the best way to build a strong framework for high standards of teacher training which, once in place, can be delivered by sustainable local networks.

OUR POLICIES

Global Schoolroom's policies are proofed against our Mission Statement and Guiding Principles and aim to reflect best international practice.

STATEMENT ON DISCIPLINARY PROCEDURES

Global Schoolroom expects good standards of conduct and work performance from all staff and volunteers and that these standards will be enforced in a just and systematic way. All stakeholders should have a fair opportunity to remedy problems of conduct or performance. Should staff/volunteers fail to meet Global Schoolroom's required standards, the following procedure, in accordance with the Labour Relations Commission Advisory Code on discipline, will be implemented.

OBJECTIVES OF THE PROCEDURE

The objective of this procedure is to ensure consistent and equitable treatment of employees who become liable to disciplinary action. The procedure will only be invoked after informal action has been exhausted. Disciplinary action should primarily be corrective and provide the employee/volunteer with the opportunity where necessary to improve conduct and/or job performance to a standard acceptable to Global Schoolroom.

Disciplinary action is appropriate when an employee/volunteer fails to meet satisfactory standards with regard to, for example; conduct, job performance, attendance, time keeping and the observance of Global Schoolroom's rules and regulations.

PRINCIPLES OF THE PROCEDURE

No disciplinary action will be taken against an employee/volunteer until the case has been investigated and the facts established. In cases where serious allegations have been made, including cases of gross misconduct, a precautionary suspension may be imposed pending an investigation and hearing.

At every stage in the procedure the employee/volunteer will be advised of the nature of the complaint and will be provided with all relevant information and the potential scope of the disciplinary action.

An employee/volunteer has the right to representation.

An employee/volunteer has the right to appeal against any disciplinary action imposed.

Although disciplinary action will normally follow the progressive stages, the procedure may be implemented at any stage if the alleged misconduct warrants such action. For example, there may be occasions when a form of misconduct or failure in performance is considered to be insufficiently serious to warrant dismissal but sufficiently serious to warrant only one warning. In effect a first and final warning.

No employee/volunteer will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty may be summary dismissal without notice or payment in lieu of having to work notice.

Full written records will be kept of all stages of the procedure.

Disciplinary warnings should specify standards required and/or the extent to which performance or conduct falls short, and as far as possible detail the remedies required to rectify the situation and the likely consequences if the required improvement is not forthcoming.

Disciplinary warnings will be deemed “spent” after an appropriate period of time, and will not normally be transferable between different types of misconduct.

Nothing, in this procedure may be construed as diminishing employees'/volunteers' rights at Law.

All matters relating to the disciplinary procedure are strictly confidential to the parties and their representatives involved and breaches of this confidentiality may in itself result in disciplinary action.

INFORMAL DISCIPLINE

Minor problems of conduct should be dealt with informally and discreetly. An appropriate quiet word to a staff member/volunteer is often enough to correct minor habits such as poor time keeping. A formal verbal warning may be given where no informal warning has been given but this would depend upon the nature and seriousness of the offence involved. Formal discipline should only apply to serious offences or when minor problems become habitual. If further discipline is needed the next step is an on-the-job reprimand or a disciplinary interview.

ON THE JOB REPRIMAND

This involves giving an immediate verbal reprimand when a minor misconduct occurs.

FORMAL DISCIPLINE

This follows four stages, and at all of these, a colleague or representative may accompany the employee/volunteer.

Stage 1: Formal Verbal Warning

An employee/volunteer will receive a formal verbal warning from CEO if the employee/volunteer fails to respond to earlier informal discipline or to maintain an acceptable standard in such matters as behaviour, absenteeism, time keeping or appearance. After interviewing the employee/volunteer, the Manager will, if deemed appropriate, advise the employee/volunteer that s/he is being given a formal verbal warning, which will be put on the employee's/volunteer's record. The employee/volunteer will also be told the improvement required and when the situation will be reviewed. This warning will be confirmed in writing and a copy of the warning will be kept by Global Schoolroom. If the employee/volunteer makes satisfactory progress, the verbal warning will normally cease to be 'live' after six months - that is it will then be disregarded for future disciplinary purposes.

Stage 2: Written Warning

If an employee/volunteer does not sufficiently improve after the formal verbal warning, the CEO will interview the employee/volunteer with the appropriate Manager present, and if necessary, a first written warning will be issued. The employee/volunteer will be told that a first written warning is being given, and a copy of the warning will be retained by Global Schoolroom. The written warning will say how the employee/volunteer must improve and when the situation will be reviewed. Depending on the nature and seriousness of the offence involved, a first written warning may be given where no previous verbal warning has been given. Normally, if the employee's/volunteer's progress is satisfactory, the written warning will cease to be 'live' after twelve months and disregarded for future disciplinary purposes.

Stage 3: Final Written Warning

If, following a first written warning, an employee/volunteer persists in performing or behaving in an unsatisfactory way, the CEO will interview the employee/volunteer again to review the increasingly serious nature of the situation, and to advise the employee that a final written warning will be issued. The employee/volunteer will be told that a final written warning is being issued which will indicate the improvement required and establish a time period when the situation will be reviewed. The employee/volunteer will be advised that this will have implications of more serious disciplinary action up to and including dismissal, in the event of failure to improve, or in the event of recurrence of the misconduct or unsatisfactory performance. A copy of warning will be retained by Global Schoolroom. In normal circumstances, and subject to satisfactory progress the written warning will cease to be 'live' after twelve months, after this period it will be disregarded for future disciplinary purposes. You may appeal against a final written warning. In more serious cases where no verbal or written warnings have previously been given, a final written warning may be issued.

Stage 4: Serious/Repetitive Breaches of Discipline

Stage 4 applies after the completion of Stage 3. However, in certain circumstances involving gross misconduct, Stage 4 may be invoked immediately, e.g. offences such as a serious breach of contract, dishonesty, fraud or theft, assault or violence or any offence of a criminal nature. Any action under this stage of the procedure will be taken by the CEO. Disciplinary action under this stage will be taken only after thorough investigation and an employee/volunteer will be given every opportunity to present his/her case beforehand.

POINTS TO NOTE:

- An employee/volunteer shall not be summarily dismissed.
- Summary action, short of dismissal may be taken where the circumstances warrant it, but such action does not preclude an employee/volunteer from bringing an appeal against the decision.

For the purposes of this stage, “disciplinary actions” shall mean:

- Dismissal
- Other measures short of dismissal

The exercise of any of the above stages shall be without prejudice to the exercise of any other rights to which an employee may be entitled by operation of law.

DISCIPLINARY DEFINITIONS

The following definitions are designed to assist in the operation of disciplinary procedures, e.g. in deciding which category a particular misdemeanor might appropriately be identified and dealt with by reference to a particular stage of the procedure. The definitions are examples only, and each case to be considered on its own merits including the past record of the person concerned. Repetition of examples under the heading ‘Misconduct’ can become ‘Gross Misconduct’ if previous warnings have not been heeded.

MISCONDUCT

Misconduct occurs when an employee's/volunteer's conduct or work performance is below the general standard expected.

Examples include:

- Regular or persistent lateness
- Unacceptable standard of appearance
- Unauthorised absence
- Poor performance
- Irregular attendance
- Neglect of duties
- Unprofessional attitude towards clients or other employees/volunteers
- Disobedience
- Disregard of safety and/or security regulations
- Willful neglect of duties including incapability due to abuse of alcohol or non-prescribed drugs, gambling or betting
- Misconduct within/outside business hours prejudicial to Global Schoolroom's interests or reputation

GROSS MISCONDUCT

Gross misconduct occurs in cases of dishonesty, in cases when an employee's/volunteer's conduct or performance falls well below the general standard expected, or in cases of repeated misconduct including poor work performance.

Examples include:

- Insubordination and/or refusal to carry out legitimate instructions
- Persistent poor performance
- Failure to observe rules relating to handling, or accounting for, Global Schoolroom's cash, goods or assets
- Violent, abusive or threatening behaviour, bullying or assault, towards a client, member of the public or another employee/volunteer
- Serious breaches of safety and/or security regulations likely to endanger the employee/volunteer concerned, other employees/volunteers, students or members of the public
- Malicious or deliberate damage to Global Schoolroom property
- Serious misconduct (including criminal offences) committed either within or outside business hours prejudicial to Global Schoolroom's interests or reputation
- Serious contravention of Global Schoolroom's regulations, including employee/volunteer regulations, for a dishonest purpose or otherwise
- Serious breach of Global Schoolroom's IT systems
- Sexual harassment
- Falsifying the books, documents or records of Global Schoolroom, or knowingly aiding or abetting a similar act by another
- Theft, embezzlement, misappropriating or withholding, even temporarily, any money or other property belonging to Global Schoolroom, or entrusted to Global Schoolroom by any client or member of the public, or knowingly aiding or abetting similar acts by another allowing access to, or furnishing an extract from any book, document or record belonging to Global Schoolroom or relating to its business to any third party for a dishonest purpose

TERMS AND CONDITIONS

IRISH LAW

You must respect the laws of Ireland and specifically, but not exclusively, be aware of your responsibilities under Irish law.

GLOBAL SCHOOLROOM POLICIES

In addition, there are policies in a variety of areas, which Global Schoolroom Directors, Management, Staff, Volunteers and all other participants must be aware of and operate under where these policies are relevant.